



## **MONTANA STATE HOSPITAL POLICY AND PROCEDURE**

### **RECORD RETENTION AND STORAGE**

**Effective Date:** September 1, 2002

**Policy #:** HI-12

**Page 1 of 2**

#### **I. PURPOSE:**

- A. To maintain and appropriately dispose of medical records in accordance with Federal and State Statutes.
- B. To establish record retention periods consistent with patient care needs.

#### **II. POLICY:**

- A. Medical records will be maintained on-site in hard copy for a minimum of 25 years following the last discharge. Records older than 25 years will be summarized and sent to the Montana Historical Society for storage.

**History:** Montana State Hospital (MSH) records date back to 1877. Most of the earliest recording was done by hand in ledgers; charts were not started until the 1920's. The records from the 1920's through 1969 have been summarized on 5" x 8" cards. These cards are filed by terminal digit and stored in the Health Information Services. Ledgers and summarized records through 1968 are stored at the Historical Society, 225 Roberts, P.O. Box 201201, Helena, MT 59620, (406) 444-4775. The records are filed in storage boxes by terminal digit. The Historical Society is now responsible for the security of these records.

#### **III. DEFINITIONS:** None

#### **IV. RESPONSIBILITIES:**

- A. Health Information staff will summarize charts on a regular basis. Charts will be boxed and stored in a secure area until they can be transported to the Montana Historical society.

#### **V. PROCEDURE:**

- A. Twenty-five years after the last discharge or five years after death, a summary card will be completed for each record. The summary card contains the following information:
  - 1. Name of Patient
  - 2. Patient number

## Montana State Hospital Policy and Procedure

### RECORD RETENTION AND STORAGE

Page 2 of 2

3. Address/County of Commitment
4. Age, race, sex, marital status
5. Names of nearest relatives (or guardian, conservator, responsible party)
6. Date and place of birth
7. Admission(s) Discharge(s) Date(s)
8. Diagnosis(es): psychiatric/physical
9. Treatment procedures, including medical/surgical
10. Date of death/cause of death and where buried (when applicable)
11. Name of attending physician
12. Social Security Number/record of military service

- B. The chart will then be stored (in terminal digit order for transport to the Historical Society.) The transport may be done yearly or less often depending on the storage room available at MSH and arrangements with the Historical Society.

**VI. REFERENCES:** Administrative Rules of Montana (ARM) 16.32.328(1990)

**VII. COLLABORATED WITH:** None

**VIII. RESCISSIONS:** #HI-12, *Record Retention and Storage* dated February 25, 2000;  
H.O.P.P. #HI-05-96-R *Record Retention and Storage*, November 15, 1996

**IX. DISTRIBUTION:** All hospital policy manuals

**X. REVIEW AND REISSUE DATE:** September 2005

**XI. FOLLOW-UP RESPONSIBILITY:** Director Information Resources

**XII. ATTACHMENTS:**

- A. Copy Summary Card.

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Ed Amberg  
Hospital Administrator

Date

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Billie Holmlund, RHIA  
Director of Information Resources

Date